



TITLE: Senior Buyer

DEPARTMENT: Materials Group

REPORTS TO: Purchasing Supervisor

COMPENSATION: Competitive wages based on experience

BENEFITS: Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

General Responsibilities:

The Senior Buyer is responsible for strategic procurement of production materials according to the facilities/product lines they are assigned. This individual is responsible for identifying & recommending suppliers, managing strategic partnerships with key suppliers, monitoring performance based on key metrics, negotiating contracts and leading strategic initiatives for supply chain excellence.

Specific Duties:

- Identify, establish and maintain qualified suppliers that align with Gorbel®'s supply chain strategy
- Resolve escalated issues between Gorbel® and its suppliers
- Visit with key existing and potential new suppliers at Gorbel® and suppliers' facilities
- Initiate, review and analyze price quotations
- Occasional factory presence required (NY, AZ and AL)
- Some day-time and overnight travel to North American suppliers
- Negotiate contracts and work with buyers to implement
- Ensure that high quality service and materials are delivered to Gorbel®
- Participate in strategic supply chain planning with materials team management
- Ensure item, vendor, and purchasing data accuracy in ERP system
- Administer supplier performance evaluations
- Coordinate strategic initiative tasks with buyers
- Communicate with appropriate factory and materials personnel regarding account level topics. Solicit areas of opportunity for improvement
- Initiate engineering inquiries and as appropriate submit formal ECN requests, with supervisor approval
- Follow metals market trends including, but not limited to, pricing and supply continuity
- Initiate and lead efforts to improve supply chain effectiveness, focused especially on supply chain partners
- Provide forecast data to key suppliers to support deliveries within required lead-times
- Assist in invoice discrepancy and non-conforming materials resolution as needed
- Support business development with the sourcing and procurement of new materials (testing & production)
- Continuously analyze and recommend opportunities to improve information flow within the materials group in order to maximize supply chain performance
- Assist in the development of continuous improvement programs/plans for the materials group
- When required, attend or hold meetings
- Perform other tasks and projects as assigned



- Serve as back-up to the Purchasing Supervisor as needed

Job Qualifications:

- Degree in related discipline (or comparable experience) with a minimum of 8 years purchasing experience in manufacturing in an ERP environment
- Working knowledge of general metal fabrication and manufacturing processes
- Ability to read drawings and match to supplier capability
- Excellent negotiation and communication skills
- Proficient in Microsoft Office and ERP systems
- Attention to detail
- Professional certification (APICS, ISM, APS) preferred
- Ability to travel up to 50% of the time preferred

ADA Physical/Mental/Workplace Requirements:

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

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